

9 NOV 1967

RECORDS

Approved For Release 2000/09/08 : CIA-RDP72-00450R000100200026-2

## MANAGEMENT

UNCLASSIFIED

(classification)

## CONFERENCE

## BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME [REDACTED] STATINTL		2. POSITION TITLE Administrative Svs Ofcr		3. OFFICE DDI/CRS	
4. IMMEDIATE SUPERVISOR					
NAME [REDACTED] STATINTL		BUILDING Hdqs.		ROOM 2E61	
TITLE Chief, Support Branch, PMS		OFFICE Central Reference Service			
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM					
X	FORMS MANAGEMENT			VITAL RECORDS SCHEDULES AND DEPOSITS	
	CORRESPONDENCE IMPROVEMENT		X	RECORDS CONTROL SCHEDULES	
	REPORTS CONTROL		X	RECORDS RETIREMENT ACTIVITIES	
	FILE SYSTEMS			MAIL OPERATIONS	
X	FILE EQUIPMENT AND SUPPLIES			SUPPLEMENTAL DISTRIBUTION	
	RECORDS SURVEYS			OTHER RECORDS MANAGEMENT SERVICES (specify)	
X	REGULATORY ISSUANCES				
	AUTOMATION DEVELOPMENT				
		NEW		EXISTING	
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms) Logistics Officer, Security Officer, Travel Officer					
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES ..... OR HOURS PER WEEK SPENT ON RECORDS PROGRAM 50%					
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)					
FROM - TO	GRADE	POSITION OR DUTIES		COMPONENT	
3/66 - pres.	GS-11	Records Management Officer		DDI/CRS	

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FORM 2900A

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RECORDS PROGRAM TRAINING		
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT		
FORM AND GUIDE LETTERS		
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN		
FORMS IMPROVEMENT		
FORMS FOR AUTOMATION		
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION		
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list) Management of Institutional Records Systems	6 credit hrs	1966-1967
10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
NONE		
11. AUTOMATION TRAINING (Internal or External)		
NONE		

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